



How to Process CES Training Requests

This tutorial is designed to help the first time CHRTAS Agency Training Coordinator in reviewing CES applications. It also serves as a ready reference tool to teach you how to process CES training requests. The tutorial is divided into steps that can be viewed individually by clicking on their respective hyperlinks below.

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How to Process CES Training Requests

Step 1

Connect to the CHRTAS Agency Training Coordinator logon page by clicking on the link.

<https://www.atrrs.army.mil/channels/chrtas/regdefault.asp>

Enter your
ATRRS
Logon ID

Enter your
Password

Enter your
Access
Code

Click
LOGON

Civilian Human Resource Training Application System - CHRTAS Main Menu

ATRRS
Army Training Requirements and Resources System

Channels Logon

Thursday, May 17, 2007, 11:03 ET

You have accessed a Department of Defense (DoD) computer system. Please read the [Privacy and Security Notice](#). If you are not an authorized ATRRS user, then you must leave this web site now.

ATRRS Logon ID

ATRRS Password

ATRRS Access Code

You are required to logon, since you will be accessing live real-time data from ATRRS Enterprise Server hosted by Director, U.S. Army Information Technology Agency (USAITA). Please enter your ATRRS Logon ID, ATRRS Password and ATRRS Access Code, then press the "Logon" button in the logon area above. If you are unsure what to enter and you are an ATRRS user, [click here](#) for a more detailed explanation. If you do not have a Logon ID and Password, [click here](#) to read how to obtain them.

[Privacy and Security Notice](#)

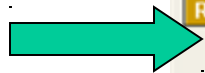
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How to Process CES Training Requests

Step 2

Civilian Human Resource Training Application System - CHRTAS



Registrar Functions

- ☐ Process / Review Applications
- ☐ Process Bulk VTT/DL Applications
- ☐ Process Bulk Applications
- ☐ View Cancellation Requests
- ☐ Update CHRTAS Profile Data
- ☐ Update CHRTAS Profile DOB
- ☐ Generate CHRTAS Application
- ☐ Adjunct Faculty Table
- ☐ View Supervisor Pending Applications
- ☐ VTT/DL Site Requests
- ☐ CHRA Travel Management
- ☐ View Class Roster
- ☐ View CHRTAS Menu
- ☐ Logoff

Reports

- ☐ CHRA Reports
- ☐ CES Reports

Help

- ☐ CHRTAS Tutorials
- ☐ CHRTAS Bulletin Board

Links

- ☐ Privacy and Security Statement



Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security.

To begin, click PROCESS / REVIEW APPLICATIONS from the Registrar Functions menu.



How to Process CES Training Requests

Step 3

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

5/29/2007
CHRTAS Application System
Review Student Applications

Step 1 - FY
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.
FY: 2007

Step 2 - Training Type
Select the training type.
☐ Civilian HR Training
☒ Civilian Education System (CES)

Step 3 - CES Course Groups
Hold down <Ctrl> to select multiple groups.
1-250-C59 (DL)
1-250-C80 (DL)
1-250-C81 (DL)
1-250-C82 (DL)
Advanced (AC)
Basic (BC)
Foundation (FC)
Intermediate (IC)

Step 4 - School Code
Select a school code from the drop down list below
School Code

Step 5 - Organization
Hold down <Ctrl> to select multiple organizations.
ACQUISITION SUPPORT CENTER (F1)
ARMY AUDIT AGENCY (AAA) (GA)
ARMY CONTRACTING AGENCY (ACA) (F8)
ARMY TEST & EVALUATION CMD (ATEC) (GE)
CORPS OF ENGINEERS, HUNTSVILLE (GU)
CRIMINAL INVESTIGATION CMD (CICD) (HH)
[Select All](#) [Remove All](#)

Step 6 - Class Start Date Range
Select the Class Start Date Range.
From To

Step 7 - View Options
Select the status of the applications you wish to view.
☐ Pending ☐ Reservations ☐ Waits ☐ Cancelled ☐ Disapproved ☐ System Cancellation

Step 8 - Students
Select which student(s) you would like to view.
☒ All
☐ Individual (Retrieve by last name or SSN) or

Step 9 - Submit
Press the 'View Applications' button to continue.
[View Applications](#)

In this example, CES is selected.



You have two training types to choose from: Civilian HR Training and CES

Select a Course Group

Select a School Code



How to Process CES Training Requests

Step 4

After making all of your selections, click **VIEW APPLICATIONS** to retrieve student applications.

If desired, select a date range within the FY selected above to narrow down your search

Select your Organization

To customize your search, check the small boxes to the left of the application type you wish to view

Click here when done

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

5/31/2007
CHRTAS Application System
Review Student Applications

Step 1 - FY
The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.
FY: 2008

Step 2 - Training Type
Select the training type.
☐ Civilian HR Training
☒ Civilian Education System (CES)

Step 3 - CES Course Groups
Hold down <Ctrl> to select multiple groups.
1-250-059 (DL)
1-250-060 (DL)
1-250-061 (DL)
1-250-062 (DL)
Advanced (AC)
Basic (BC)
Foundation (FC)
Intermediate (IC)

Step 4 - School Code
Select a school code from the drop down list below
School Code 704

Step 5 - Organization
Hold down <Ctrl> to select multiple organizations.
ACQUISITION SUPPORT CENTER (F1)
ARMY AUDIT AGENCY (AAA) (GA)
ARMY CONTRACTING AGENCY (ACA) (FB)
ARMY TEST & EVALUATION CMD (ATEC) (GE)
CORPS OF ENGINEERS, HUNTSVILLE (GU)
CRIMINAL INVESTIGATION CMD (CICD) (HH)
[Select All](#) [Remove All](#)

Step 5 - Class Start Date Range
Select the Class Start Date Range.
From Sep 01 2008 To Oct 30 2008

Step 6 - View Options
Select the status of the applications you wish to view.
☒ Pending ☐ Reservations ☐ Waits ☐ Cancelled ☐ Disapproved ☐ System Cancellation

Step 7 - Students
Select which student(s) you would like to view.
☒ All
☐ Individual (Retrieve by last name or SSN) or - -

Step 8 - Submit
Press the "View Applications" button to continue.
[View Applications](#)



How to Process CES Training Requests

Step 5

Civilian Human Resource Training Application System - CHRTAS

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5/29/2007

CHRTAS Application System

Click on the student name to review/approve their application. To cancel or substitute an application, click the 'C' or 'S' buttons next to their respective applications. Click on the column header to sort applications by that column.

S Perform Substitution **C** Cancel Application

Pending Applications

Page(s): 1

	Name	FY	Crs	Cls	Phase	Sch	Class Location	City	Date Appl	Supervisor Date Appr	Start Date
S	ANDERSON, CHRISTOPHER	08	1-250-C61	001	2	704	FT BELVOIR, VA	WASHINGTON	May 21, 2007	Jan 01, 1900	Oct 15, 2007
S	BAILEY, PEGGY A	08	1-250-C62	001	2	704	FT BELVOIR, VA	SEAAAA	May 18, 2007	Jan 01, 1900	Oct 15, 2007

Page(s): 1

There are no Previous applications at this time

Click on the student's name on the application row under the Pending Applications section to begin the approval decision process.



How to Process CES Training Requests

Step 6

Civilian Human Resource Training Application System - CHRTAS

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5/29/2007

CHRTAS Application System

Approval/Disapproval - Final

Review the student's application by viewing the information listed under each section.

Verify/Approve Student Information	
Course Info:	
FY: 2008	School: 704
Course: 1-250-C61	Phase: 2
Class: 001	
Course Title: CIVILIAN LEADER INTERMEDIATE	
School Name: ARMY MGT STAFF COLLEGE (AMSC)- EAST	
Class Location: FT BELVOIR, VA	
Start Date: 10/15/2007 End Date: 11/2/2007	
Delivery Method: Classroom	
Alternate Training Seats	Reset Values
View Entire Schedule	
Quota Information:	
View Quotas	
Prerequisite Information:	
No Prerequisite Information Available	
CHRA Funded?	Please select an option
ATRRS Training History	
Student Info:	
SSN: 010203040 Last Name: ANDERSON First Name: CHRISTOPHER MI: DOB: 1/1/1925 Gender: M	
Home Street: SESAME ST City: WASHINGTON State: DC ZIP: 20009 -	
Disabilities: N	
Pay Plan: E Pay Grade: 01	
Rank: PV1	
Student's Contact Info:	
Installation: 6th Area Support Group - Stuttgart	
Duty Address: HERE City: WASHINGTON State: DC ZIP: 20009 -	
Unit Country: USA	
Phone: 111 - 111 - 1111 ext.	
DSN: 333 - 3333 Fax: 555 - 555 - 5555	
Supervisor: Y	
Email: kris.dc@gmail.com	



How to Process CES Training Requests

Step 7

Verify/Approve Student Information

Course Info:

FY: School: Course: 1-250-C60 Phase: 2 Class:

Course Title: CIVILIAN LEADER BASIC
School Name: ARMY MGMT STAFF COLLEGE- WEST
Class Location: FT LEAVENWORTH, KS
Start Date: 10/15/2007 End Date: 10/26/2007
Delivery Method: Classroom

[Alternate Training Seats](#) [Reset Values](#) [View Entire Schedule](#)

Click ALTERNATE TRAINING SEATS to retrieve information regarding the student's alternate training dates.



5/29/2007

CHRTAS Application System

This page displays classes that fit within the Student's Alternate Training Dates.

From: 2007-10-15 To: 2007-10-26

Click the Switch  button to change the Student's Application to the selected class.

**Alternate
Training dates**

Alternate training dates for FY: 2008, Course 1-250-C60

THIS WEB SITE IS FOR OFFICIAL USE ONLY

This page displays classes that fit within the Student's Alternate Training Dates.



How to Process CES Training Requests

Step 8

Click **VIEW ENTIRE SCHEDULE** to retrieve information regarding current course enrollments.

Verify/Approve Student Information

Course Info:

FY: 2008 School: 701J Course: 1-250-C60 Phase: 2 Class: 001

Course Title: CIVILIAN LEADER BASIC

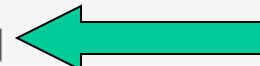
School Name: ARMY MGMT STAFF COLLEGE- WEST

Class Location: FT LEAVENWORTH, KS

Start Date: 10/15/2007 End Date: 10/26/2007

Delivery Method: Classroom

Alternate Training Seats Reset Values View Entire Schedule



5/29/2007

CHRTAS Application System

This page displays the entire Class schedule from 5/29/2007 and forward. Click the Switch button to change the Student's Application to the selected class.

Alternate training dates for FY: 2008, Course 1-250-C60						
School	Class	Location	Class Size	Delivery	Start Date	End Date
S 701J	001	FT LEAVENWORTH KS	64	RESIDENT	Oct 15, 2007	Oct 26, 2007
Quota Source	Sub-Quota Source	Allocations	Reservations	Waits	Available	
XC		6	0	0	6	
V4		5	0	0	5	
UA		1	0	0	1	
TA		3	0	0	3	
NI		1	0	0	1	
KD		1	0	0	1	
J6		1	0	0	1	
HS		1	0	0	1	
HK		1	0	0	1	
HI		1	0	0	1	
HH		1	0	0	1	
HG		1	0	0	1	
HD		1	0	0	1	
GU		10	0	0	10	
GE		1	0	0	1	
F1		1	0	0	1	
FQ		14	0	0	14	
E2		3	0	0	3	
AA		11	0	0	11	

This page displays quota sources, along with their allocated quotas, for each available class. It helps identify unfilled classes in which you may be able to secure a reservation.

Use this button to change the application to a different class number.



How to Process CES Training Requests

Step 9

Quota Information:

[View Quotas](#)

Click **VIEW QUOTAS** to retrieve current quota information for the class to which the student has applied.



5/29/2007

CHRTAS Application System

Quota information for:

FY: 2008 CRS: 1-250-C60 SCH: 701J CLS: 001

This class starts in > 60 days					
QS	SQS	COTA	RES	WAIT	AVAIL
AA		11	0	0	11
E2		3	0	0	3
FQ		14	0	0	14
F1		1	0	0	1
GE		1	0	0	1
GU		10	0	0	10
HD			0	0	1
HG			0	0	1
HH			0	0	1
HI		1	0	0	1
HK		1	0	0	1
HS		1	0	0	1
J6		1	0	0	1
KD		1	0	0	1
NI		1	0	0	1
TA		3	0	0	3
UA		1	0	0	1
V4		5	0	0	5
XC		6	0	0	6
All		64	0	0	64

Current Quotas Allocated



How to Process CES Training Requests

Step 10

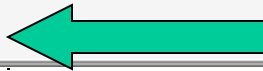
Prerequisite Information:

No Prerequisite Information Available

CHRA Funded?

Please select an option ▼

ATRRS Training History



Click ATRRS TRAINING HISTORY to review the student's training history in ATRRS.



5/29/2007

CHRTAS Application System

Student Training History for SMITH, TEST D

Pending CHRTAS Applications

FY	SCH	CRS	PHASE	CLS	REPORTDATE	STARTDATE	ENDDATE
2008	701J	1-250-C60	2	012	9/8/2008	9/8/2008	9/19/2008
2008	701J	1-250-C60	2	007	4/14/2008	4/14/2008	4/25/2008
2008	701J	1-250-C60	2	006	3/3/2008	3/3/2008	3/14/2008
2008	701J	1-250-C60	2	001	10/15/2007	10/15/2007	10/26/2007

ATRRS Reservation History

FY	SCH	CRS	PHASE	CLS	QS	CP	ENDDATE	RESSTAT	INPSTAT	OUTSTAT	REASONCD	RMKS
2007	599	CLC 033		892	H4NA	7EA	2007-09-30	R				
2006	599	CLC 125		888	UEUE	7C	2006-09-30	R	N			
2006	599	HBS 123		888	KAGR	7C	2006-09-27	R	N			

This page displays all classes for which the student held reservations.



How to Process CES Training Requests

Step 11

Student Completed Training:

Civilian Education	Military Education	Other Education
Advanced Course AC		✓ Action Officer Development Course AOC
✓ Basic Course BC Completed: Jan 01, 2005		✓ Foundation Course FC Completed: Jan 01, 2005
✓ Intermediate Course IC Completed: Apr 01, 2000		✓ Intern Leadership Development Course ILDC
Leadership Education and Development LEAD		✓ Manager Development Course MDC Completed: Jan 01, 2005
Organization Leadership for Executives OLE		Personnel Management for Executives PME I
Personnel Management for Executives PME II		Staff College Leadership and Management SBLM Army Management Staff College AMSC
Supervisor Development Course SDC		Senior Executive College SEC

Student Comments:

None

Supervisor Comments:

Approval:

Approval: Component: Please Select a Component

Comment:

Reservation
Wait
Disapprove

Press the "Submit >>" button to continue

These three separate tabs are active: Civilian Education, Military Education, and Other Education

Displayed dates were provided by the applicant

You will only be able to make a reservation, if quotas are available for the class

Select a Component. A Component is the student's mode of attendance and / or workforce category.

After you have completed the application review, you may decide on whether or not to approve or disapprove the training request. To input your approval decision, select an approval decision from the drop-down menu in addition to a component.



How to Process CES Training Requests

Step 12

Approval:

Approval: Component:

Comments:

Enter comments here.

Enter comments as appropriate. Any comments entered in the Comments box will be sent to the applicant.

It is recommended to enter comments for all disapprovals.

Press the "Submit >>" button to continue **Submit >>**

Click here to process application.

Click SUBMIT to process your application.



How to Process CES Training Requests

Step 13

Civilian Human Resource Training Application System - CHRTAS

[Main Menu](#)



7/20/2007

CHRTAS Application System

Application Approval / Disapproval - Final

BROWN, TONY has been reserved for the class listed below:

Approval Date: 7/20/2007

FY: 2008 School: 704-ARMY MGT STAFF COLLEGE (AMSC)- EAST Course: 1-250-C61 Phase: 2 Class: 002
Course Title: CIVILIAN LEADER INTERMEDIATE
Report Date: 11/26/2007 Start Date: 11/27/2007 End Date: 12/14/2007
Class Location: FT BELVOIR, VA
Delivery Method: Classroom
Remarks:
Note: The student was **successfully** registered for the SkillPort bundle of this course track.

Click here to return
to the CHRTAS
"Inbox"

<< View more applications

Upon submission of an approval decision, a confirmation page appears. Additionally, a notification e-mail is sent to the student.